PHILIP MORRIS U.S.A.

INTEROFFICE CORRESPONDENCE

Richmond, Virginia

To: Ms. Susan Hutcheson **Date:** December 1, 1992

From: Charity McDonald CM

Subject: **Records Mangement Program Implementation - Chronology**

September 3, 1992	Given assignment to implement R&D records management program
September 8, 1992	Moved to Central File area and started reviewing retention schedules for other Departments
September 15, 1992	Met with Sherry Seymour, Engineering
September 16-22, 1992	Talked to the following list of people for input on the proposed schedule for R&D:

The Central File Staff
M. DeBardeleben
S. Hutcheson
K. Sharp (Sr. V. P. Office)
N. Einolf (Analytical)
N. Sinclair (Purchasing)
V. Singh (Administration)
L. Guinn (E. R. - Safety Officer)
R. McCuen (Biochemical)
J. Dierkes (Administration)
R. Kinser (Biochemical)
H. Spielberg (Development Fellow)
R. Moffitt (Process Development)
S. Nelson (Product Evaluation)
F. West (Product Evaluation)
C. Kroustalis (Flavor Development)
N. Machich (Administration/Finance)

September 23, 1992	C. McDonald, M. DeBardeleben, and S. Hutcheson met with Bill Allinder (Shook, Hardy & Bacon) and March Coleman (Arnold & Porter) for 7 1/2 hours

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September 25, 1992	Detailed telephone conversation with Clare Purcell (PM Legal/NYO)
September 30, 1992	Met with Harold Burnley to discuss completed draft of R&D retention schedule
September 30, 1992	Draft R&D retention schedule mailed to Clare Purcell (PM Legal/NYO)
October 29, 1992	Met with Clare Purcell and Pat Elliott (Hunton & Williams) to discuss retention schedule
October 30, 1992	Met with Clare Purcell and Pat Elliott (Hunton & Williams) to discuss retention schedule
November 9, 1992	Called Pat Elliott and Clare Purcell
November 16, 1992	Called Pat Elliott
November 17, 1992	Received first draft from Hunton & Williams by fax
November 18, 1992	Called Pat Elliott
November 19, 1992	Called Pat Elliott
November 23, 1992	Pat Elliott called to say draft was coming
November 25, 1992	Received finalized draft from Hunton & Williams hand delivered
November 30, 1992	Met with Clare Purcell to discuss the next step in the process. She said that PM Legal was waiting to talk to our litigation lawyers before signing the document.

cc: M. DeBardeleben

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